

California Energy Commission



CLASSIFICATION: ASSOCIATE ENERGY SPECIALIST (TED)
(Will consider an Energy Analyst)

TENURE: Permanent

TIME BASE: Full-Time

SALARY: ASSOCIATE ENERGY SPECIALIST (TED) \$ 4,400 - \$ 5,309
ENERGY ANALYST (TED) Range A \$2,817 – \$3,349
Range B \$3,050 – \$3,658
Range C \$3,658 – \$4,400
(Salary will be adjusted accordingly to comply with furlough program.)

LOCATION: Energy Systems Research Office
Energy Research and Development Division

FINAL FILING DATE: 12/21/2012

DUTIES/RESPONSIBILITIES: Under the supervision of the Energy Commission Supervisor II (TED), the incumbent serves as part of an interdisciplinary team to plan and implement the Research and Development (R&D) Program. The goal of the R&D Program is to conduct energy research, development and demonstration (RD&D) to advance science and technologies not adequately provided by the regulated and competitive markets. The incumbent is knowledgeable of California and national energy policies. The incumbent is developing a working knowledge of the characteristics of advanced generation and energy-related environmental issues associated with the development and management of Energy Technology Systems Integration (ETSI) projects which includes demand response, transmission and distribution, energy storage and security subject areas. The incumbent will be required to develop and manage contracts associated with the implementation of electric and natural gas research in the ETSI subject area.

- Program implementation. Independently perform responsible, varied and complex technical and analytical work to assess and identify energy-related research and development needs that address issues related to environmental science and ETSI. The incumbent will complete technical reviews, assessments and reports on the RD&D projects associated with ETSI projects. The incumbent will conduct solicitation planning and development activities. The incumbent will develop and manage research associated projects and contracts. (E)
- Contract, project and solicitation management. The incumbent prepares the work statement, budget, schedule, special conditions, measurable technical and economic objectives, which will be used to determine project success, and other materials necessary to finalize the funding agreement and contract document; establishes and maintains a technical and business relationship with the contractor; initiates and approves contract amendments; receives and reviews monthly progress reports and prepares an evaluation of the project; verifies that all contract terms and conditions are met before approving the invoices (if necessary, dispute a particular invoice); conducts independent and in-depth technical reviews of the work conducted by the contractor; works directly with the contractor and makes project site inspections to ensure the project meets technical, fiscal, and administrative objectives; and briefs office, division, and commission management on the status of the project. (E)

- Proposal evaluation. The incumbent will assess project applications submitted for ETSI projects, including providing expert assessment and guidance to Energy Commission management and Commissioners. This includes determining how well the project addresses the scope of the solicitation criteria including, but not limited to: the extent the project will advance science or technology, address market issues and needs, meet specified target goals and objectives; the skill and experience of the project team to carryout the technical tasks within budget and schedule, and move the results into the marketplace; and the adequacy of project funding. The incumbent prepares written findings of such evaluations for use by a technical scoring committee.
- Consult with stakeholders, including research organizations, other R&D program managers and utility representatives, private developers, and technical experts to identify RD&D opportunities for ETSI technologies; and define, develop and implement projects and solicitations that provide significant public benefits to California and meet the policy and technical objectives of the R&D Program.
- Technical Transfer. Consult with experts to develop technology transfer strategies to support commercialization of successful projects associated with ETSI.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Excellent accounting skills. The successful applicant is expected to be experienced with State accounting processes.
- Excellent interpersonal skills. The successful applicant is expected to work within a larger team environment.
- Ability to communicate complicated information in a simple, consumer-friendly manner.
- Demonstrated experience in Microsoft Word and Excel.

WHO MAY APPLY: All interested eligible persons are encouraged to apply. Applicants must have transfer, list, reinstatement, or SROA/Surplus eligibility. Please indicate your eligibility and RPA# 540-203 for this classification on the state application form, STD. 678. **Applications will be screened for experience and only the most qualified will be contacted for an interview.**

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

Audra DeBenedetti- RPA 540-203
Energy Research & Development
1516 Ninth Street, M.S. #3
Sacramento, CA 95814
(916) 654-4515

**California Relay (Telephone) Service for the
Deaf or Hearing-Impaired**
From hTDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922

RPA #540-203

Pos. #5400-4056-040

Date: 12/11/12

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